



The Legislative Council invites applications for the position of:

Legal Drafting Editor

DEPARTMENT: Legislative Service Bureau — Legal Division

STATUS: Full-Time

HOURS: 37.5 hours per week / 8:30 a.m. to 5:00 p.m. / Monday through Friday

PAY RATE: Minimum \$16.24 to maximum \$23.08 hourly (\$31,790 to \$45,179 annually)

Pay Range E on Council Salary Schedule

APPLICATION PERIOD: March 15 to March 29, 2012 (by 5:00 p.m.)

JOB LOCATION: Boji Tower — 3rd Floor, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF JOB DUTIES

The employee in this position proofreads and edits legislative bills, bill request information, substitutes, amendments, public acts, tables, reports, correspondence, and joint resolutions in order to correct errors in typing, spelling, English usage, and punctuation. Performs limited keyboarding work. Assists with training new attorneys and legal services assistants as needed. Work is performed according to established procedures and guidelines in a team-oriented environment.

REQUIRED EDUCATION

Bachelor's degree required.

EXPERIENCE/OTHER REQUIREMENTS

Minimum one year of experience in proofreading preferred. Knowledge of correct spelling, English usage, and punctuation. Must be able to show demonstrated proficiency of proofreading skills based on proofreading test. Ability to work with others in a team environment. Computer skills needed. Candidate must possess a high level of initiative, be self-disciplined, exhibit an ability to follow complex oral and written instructions, be organized and detail-oriented, and have the ability to deal with frequent changes, delays and unexpected events. Must be willing and able to work overtime and irregular hours as required, including weekends, evenings and holidays. Equivalent combination of education and experience of above acceptable.

HOW TO APPLY

Only online applications are being accepted through the State's online application system (NEOGOV) at <http://agency.governmentjobs.com/michigan/default.cfm>. For full consideration, candidates must include two additional items in their online application: 1) Cover letter outlining qualifications & interest, and 2) Resume.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 3-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

The Legislative Council is a nonpartisan, legislative information and service agency. All employees are unclassified, at-will employees, except for Print Shop union members. Council employees are required to maintain confidentiality and be non-partisan.

For questions, call the LSB Human Resources Office at 517-373-9643.